

The
Sheffield
College

POLICY

Criminal Convictions Declarations Procedures

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Appendices

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1. Purpose

- 1.1 When an existing student or apprentice declares that they have a criminal conviction (or one is pending) a formal risk assessment process must be followed in order to make a comprehensive assessment. This will enable a decision to be made to allow the student or apprentice to continue with a risk assessment, transfer to another programme with a risk assessment or be withdrawn.
- 1.2 When an applicant declares that they have a criminal conviction (or one is pending) a formal risk assessment process must be followed in order to make a comprehensive assessment. This will enable the decision to be made to allow the applicant to enrol, enrol with a risk assessment or be rejected.
- 1.3 The operational procedures set out below must be followed for all existing students or apprentices and applicants who declare they have a criminal conviction or one is pending.
- 1.4 These procedures are written in line with Rehabilitation of Offenders Act 1974 and The Equality Act 2010.
- 1.5 The following documents must be completed as part of the risk assessment process.

[CC Risk Assessment Learner Use - PART A](#)

[CC Risk Assessment Office Use - PART B](#)

[CC Risk Assessment PART C Office Use Only](#)

2. Guidance Notes

- 2.1 If an existing student, apprentice or applicant is currently involved in a criminal investigation or is convicted of a criminal offence after they have applied to, or started, on a College course they must disclose this to the College. If a student, apprentice or applicant is found not to have revealed a criminal conviction, the College reserves the right to terminate any enrolment agreement with the College.
- 2.2 Existing students, apprentices or applicants are not required to declare a criminal conviction if it is declared as 'Spent'. The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'Spent' or ignored after a rehabilitation period. The length of the rehabilitation period depends on the sentence given, not the offence committed.

- 2.3 If an existing student, apprentice or applicant is currently involved in a criminal investigation or is convicted of a criminal offence after they have applied to, or started, on a College course they must disclose this to the College. If a student, apprentice or applicant is found not to have revealed a criminal conviction, the College reserves the right to terminate any enrolment agreement with the College.
- 2.4 Where possible, it is good practice to liaise with other external professionals working with the student/apprentice to gain perspective on whether re-offending behaviours are likely and whether they are safe to attend our campus(es) given the nature of the course they wish to undertake. Professional opinions will be taken into consideration and will form part of the risk assessment procedures.
- 2.5 Where a decision has been made not to enrol the applicant, based on risk assessment, the nominated person from the area of study will notify the applicant, in writing, of the decision and reasons why.

2.6 Subcontracted Provision

If a student, apprentice or applicant is accessing subcontracted provision and discloses a criminal offence or a pending conviction it is the subcontractor's responsibility to undertake a risk assessment using its own risk assessment process. However, the subcontractor can opt to follow the Sheffield College process and utilise the risk assessment documentation. It is the subcontractor's responsibility to inform the lead organisation of any Criminal Conviction Risk Assessment undertaken and any agreed actions that arise from them.

2.7 Appeals

Students, apprentices or applicants who have been rejected, or are transferred or withdrawn from their current course can appeal in writing to the Deputy Principal within 10 College days from the date of the assessment.

Appeal letters should be sent to;

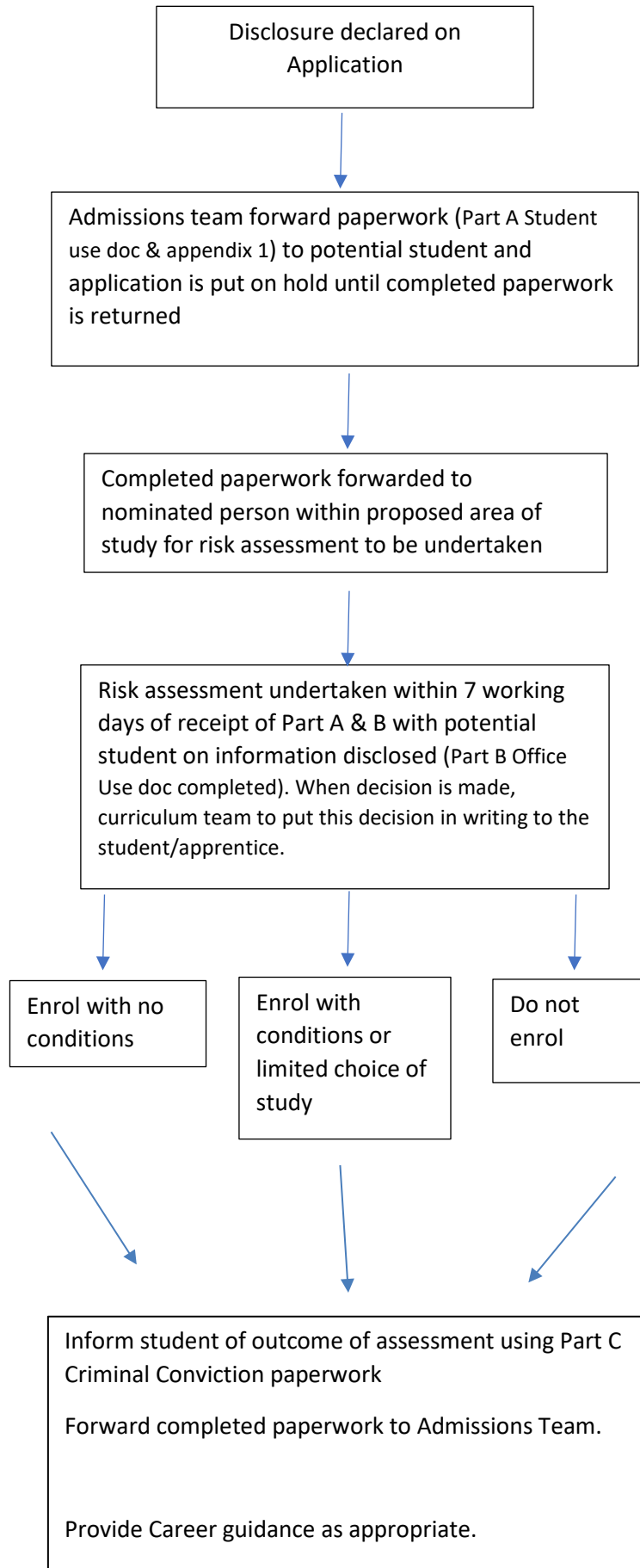
The Deputy Principal
The Sheffield College
Granville Road
Sheffield
S2 2RL

2.8 Student Criminal Convictions Procedure

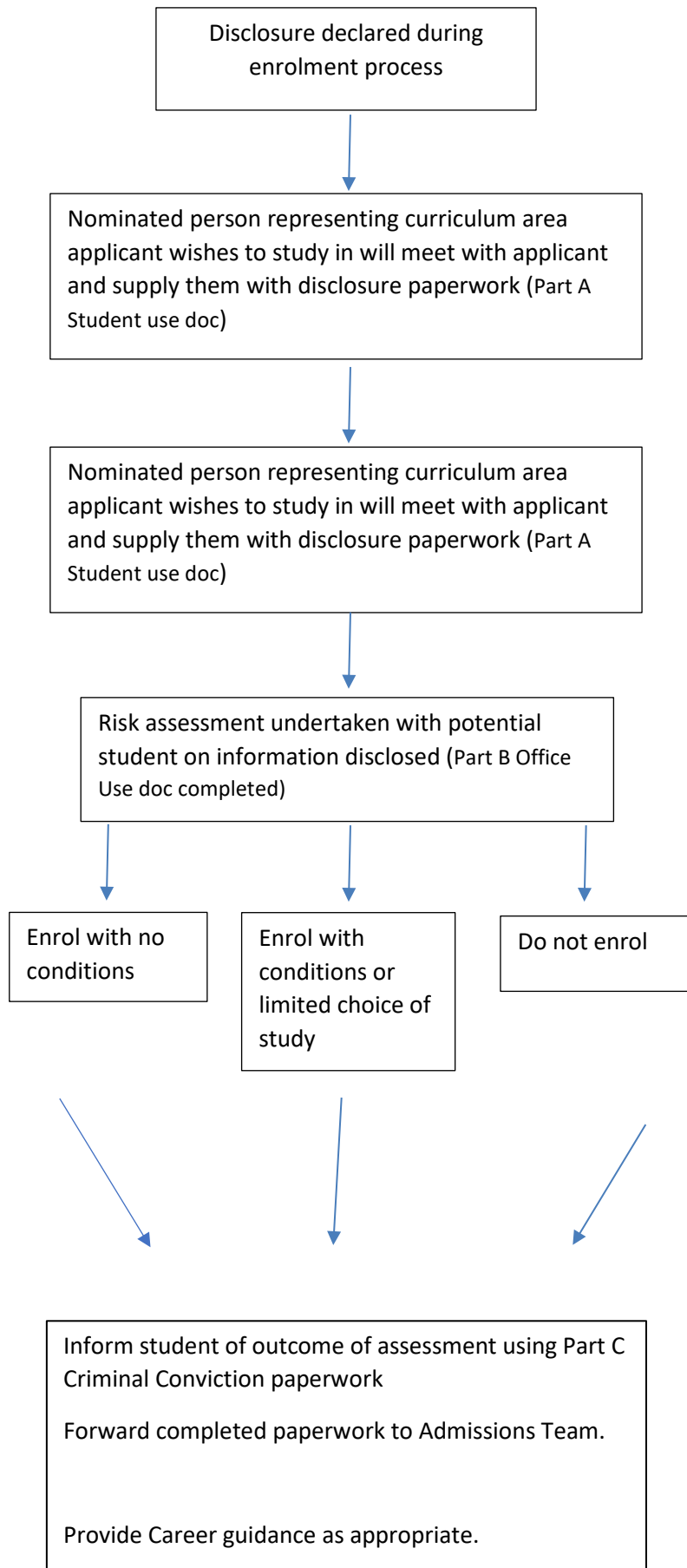
The Deputy Principal (or their designated deputy) will consider each individual case and confirm their decision in writing to the appellant within 10 College days of receipt of the written appeal.

3. Operating Procedures

3.1 Pre-Entry



3.2 Enrolment



4. Appendices

[Criminal Conviction Risk Assessment PART A Learner Use](#)

[Criminal Conviction Risk Assessment PART B Office Use Only](#)

[Criminal Conviction Risk Assessment PART C Office Use Only](#)